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FACILITIES MANAGEMENT DIVISION
WEEKLY REPORT FOR PERIOD ENDING 23 DECEMBER 1986

yes
at the request of the DCI/Admin, an OL engineer was sent to the DCI's residence on 10 December to fix a circuit breakers problem which was accomplished on the same day.

1. Status of Tasks Assigned by Senior Management

yes
(Y)
a. On 12 December ~~1986~~ a request was received from DCI/Admin to accomplish electrical modifications at the residence of the DCI by 16 December. The work was accomplished the same day. *A architect completed*

25X1

yes
(Z)
b. The survey of room layouts, electrical, and mechanical systems for the home of Deputy Director of the Central Intelligence (DDCI), ~~has been completed~~. Landscape surveys have been delayed at the request of the DDCI and will resume after the holidays. Eighty-five percent of the surveyed data for the home of the ~~Director~~ has ~~already~~ been stored in the ~~Intergraph System~~. *DCI computer graphic system.*

25X1

2. Major Events That Have Occurred During the Preceding Week:

No
a. The domestic water outage in the P&PD building, scheduled for 20 December, was completed. There were no problems associated with this outage. *(25X1)*

No
b. Design drawings and specifications were completed on a priority basis for the Deputy Director for Operations (DDO/AF). The drawings will convert a conference room into office space. A quick start memo was sent to Allied to renovate approximately 490 square feet of space. Completion is expected around 9 January 1987. This space is being converted *(25X1)*

No
c. Drawings and specifications have also been completed for the Deputy Director for Operations, Career Management Staff (DDO/CMS). The design drawings will include vault type room treatment to create two conference rooms in support of panel meetings for the CMS/DDO. *(25X1)*

as
d. *OL reports that due to the*
Delay in completion of the Load Management System by the Bid Pack #3 Contractor *in the Headquarters Power house* has created the need for manual operation of the standby emergency generators in the event of loss of VEPCO power. ~~This condition also creates the need to induce a second outage to return to VEPCO power.~~ Allied has

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been working 12 hour shifts, seven days a week to minimize downtime in case power is lost. ~~There has been some improvement in the number of manual operations that must be accomplished to connect the standby generation system to the building, however, three to four minutes is the best time that can be expected to connect generator power to the critical loads and 10 minutes for the emergency loads. This condition will continue to exist until the Load Management System is operational.~~

In order to mitigate the need to induce a second outage, a procedure has been established to give VEPCO a full five minutes to restore power before connecting the standby generators to the building electrical system. During the five minutes, the generators will be started and ready to connect and the VEPCO Emergency Operations Center will be contacted to get a first hand assessment of the nature of the outage. If VEPCO power has not returned within five minutes, the standby generators will be connected to support the headquarters electrical system. Coordination with the appropriate OIT functions has been made to insure minimal disruption to the operating computer systems.

25X1

66
yes when?
OL reports that the
Headquarters Paying and striping of the final phase of North lot is now complete except for the numbering of the spaces. General lanes "S" through "Z" as well as shift lanes "AA" and "BB" are now available for parking. ~~Permits for lanes "S" through "Z" have already been distributed and 84-85 shift permits remain valid. Approximately 250 parking spaces in West "A" lot were returned to the Federal Highway Administration. To compensate for the loss of spaces in the visitor's area, an additional row has been added. Rows three, four, five and six are now available for visitor parking in West "A". Employees from FMD have been available in the West and North parking lots to assist employees in finding alternative parking spaces.~~ *previously reported*

25X1

CC
up the
OL reports that
f. New carpet was installed in the DCI Garage Reception area on 20 December. ~~Color coordinated cover base, drapery, lamps and reupholstered side chairs are to be put in place this week. This will complete all interior design plans for the area.~~

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Mr.

*loaned the which
who's paintings are on display
at the Headquarters Building 8*

ced
yes
g. On ~~18 December~~ Vincent Melzac and two officials from the Sarasota Museum of Fine Art visited Headquarters for the purpose of viewing ~~these~~ paintings ~~loaned for display by Mr. Melzac.~~ The museum is interested in acquiring a minimum of three works located here. ~~Mr. Melzac is still interested in arranging a combination donation and purchase agreement with the Agency for paintings.~~ *Fine Arts*

h. Nineteen requisitions containing 41 line items with an extended value of \$51,760.53 were processed.

No
i. The Dock Section, BSB/FMD received and processed paperwork for and delivered 1,348 pieces of materiel. Additionally, 20 skids of classified materiel were received for the pouch room.

No
j. The Disposal Section destroyed 42,000 pounds of classified trash from Headquarters building and 83,193 pounds from outlying buildings. A total of 8,000 pounds was destroyed in the Hammernill for State Department. Allied transported 22 loads of Somat waste to the landfill. Burn classified waste transported to Andrews Air Force Base totaled 6,000 pounds.

k. Twenty-five pieces of Corry Jamestown furniture were offloaded from a LOC truck and delivered to Simultaneously, nine screens were delivered to the ninth floor of Key Building.

No
l. One hundred eighty-five chairs were offloaded from truck and delivered for OTE in the Chamber of Commerce Building.

No
m. On 17 December, excess PTI was swept from HQ corridors; trash was removed and a general cleanup of BC-11 was accomplished, and tables were set up for various components' Christmas parties.

No
n. During the week, two overtime jobs were accomplished. PIT powerfile scrap metal was removed from the 1E corridor for OIR and loaded onto a LOC truck for disposal.

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No o. Special arrangements were made to transport 1,068 passengers. The requests were from the following components: DDS&T - 681 and DDA - 387. A total of 33 man hours was used in support of the above tasks.

No p. Special limousine services were provided for DDO/EUR from 15 December through 19 December. A total of 77 man hours was used to handle these tasks.

3. Upcoming Week: None

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Chief
Facilities Management Division

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